

**PREVENTIVE MAINTENANCE CERTIFICATION OF WORK**  
(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID Building: *Alexandria 14002* Date of Visit: *11/13/18*

Contractor Personnel on Site:

1. *Patrick Donovan*

4.

5.

5.

6.

6.

**Work Performed:**

**Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)**

1. LIST WORK *6360, 6392, 6335*

2. *water heater, Condensing units, dehumidifier, Pole mounted lights -  
Photo cell, Chiller, Air Handlers*

8.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *11/13/18*

Signed: *Patrick Donovan*

**To be signed by Facility Manager or Government Official**

I certify that the above named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed:

Print Name Rank: *Richard Moran*

Date: *13 Nov 2018*

Signed: *[Signature]*

E-Mail:

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** LIGHTING, OUTSIDE / Photocell

SITE AND BLDG #: Alexandria 14002  
LOCATION/RM #: 81411 Edaria WO# 6360 ASSET # 1570

MECHANIC SIGNATURE: [Signature] DATE: 11/8/18  
START TIME: 1:15 FINISH TIME: 1:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETION		NOTES/ACTIONS
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	<input checked="" type="checkbox"/>		<u>Noted + Signed maint course tag</u>
2	Schedule and coordinate work with operating personnel.	<input checked="" type="checkbox"/>		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>		
<b>TO BE PERFORMED AT THE INSPECTION SERVICE</b>				
1	Open and tag switch.	<input checked="" type="checkbox"/>		
2	Inspect visual condition of wiring. Look for evidence of overheating.	<input checked="" type="checkbox"/>		
3	Check for proper light operation.	<input checked="" type="checkbox"/>		
4	Test operation of automatic switches/ time clock <u>photocells</u> if applicable.	<input checked="" type="checkbox"/>		<u>Photocell works fine</u>
5	Inspect light pole and mounting devices for deficiencies.	<input checked="" type="checkbox"/>		
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	<input checked="" type="checkbox"/>		

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

Put Tape over photocell to verify operation.

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: Alexandria 14002MECHANIC  
SIGNATURE: [Signature]DATE: 11/9/18LOCATION/RM #: Boiler Room WO# 6360 ASSET # 1568START TIME: 10:00FINISH TIME: 10:30

SPECIAL INSTRUCTIONS			
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	<input checked="" type="checkbox"/>	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	<u>Signal to the Maintenance</u>
3	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.	<input checked="" type="checkbox"/>	<u>Record Tag</u>
4	Do not allow any open flames around equipment.	<input checked="" type="checkbox"/>	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>			
1	Attach drain hose. Drain several gallons from tank to remove sediment.	<input checked="" type="checkbox"/>	<u>Hose bib is broken</u>
2	Manually check operation of safety valve. Check for corrosion around valve. Verify the safety valve inspection tag is in place. Ensure that no personnel are in area of relief piping discharge.	<input checked="" type="checkbox"/>	<u>Good</u>
3	Check all connections - electric, gas and water. Tighten as necessary.	<input checked="" type="checkbox"/>	<u>all tight</u>
4	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value required for all uses.	<input checked="" type="checkbox"/>	<u>Good</u>
5	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	<input checked="" type="checkbox"/>	<u>No sight glass on tank</u>
6	Clean sight glasses on tanks.	<input checked="" type="checkbox"/>	<u>"</u>
7	Clean strainer, check condition of traps. Report and repair leaks.	<input checked="" type="checkbox"/>	
8	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	<input checked="" type="checkbox"/>	<u>Done</u>
9	If applicable. Remove and inspect Anode, replace if necessary	<input checked="" type="checkbox"/>	
10	Clean up work area and remove trash.	<input checked="" type="checkbox"/>	

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: